



## JOB POSTING

**Position:** Program and Building Coordinator  
**Dept:** Parks and Recreation Department  
**Location:** Charles T. Hyte Community Center  
**Posting Dates:** 6-5-07 until filled

**TEMPORARY**  
**6-16-07 through**  
**9-1-07**  
**Full-Time**  
**Position**

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### **POSITION SUMMARY**

Under direction of the Superintendent of Parks and Recreation, the coordinator directs recreational programs at the Charles T. Hyte Community Center.

Plans, organizes and directs activities and operation of the center, and provides safe and appealing recreational programs for various interest groups within the community. Performs related duties as required.

### **TYPICAL DUTIES**

- Supervises all activities at the center; enforces policies and procedures regarding use of the center
- Organizes, plans, and directs recreational programs.
- Enforces rules and regulations established for center operation.
- Implements scheduled activities.
- Ensures proper safety precautions are observed at all times.
- Provides programs and services as needed.

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience that would prepare the successful candidate to perform the duties of the position at the appropriate level. Employees would typically have a combination of education and experience equivalent to two (2) years of college and/or three (3) years experience in organizing and leading recreation activities.

**Internal Candidates** must complete and submit a Job Interest Form to the Human Resources Department. Job Interest Forms are available for download on the City's Intranet site under HR section/Forms & Resources or you may contact HR at 244-2326.

### **How To Apply:**

Applications/Resumes and professional references will be accepted in person or by mail, fax or email your resume to:

City of Terre Haute  
Human Resources  
17 Harding Ave  
Terre Haute, IN 47807

Confidential Fax: 812-244-2302 Email: [hr@terrehaute.in.gov](mailto:hr@terrehaute.in.gov)

*Applications will be accepted until the position is filled.*